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13 May 1947

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

SUBJECT: Position Control Procedure

1. Reference is made to the memoranda of 9 April 1947 and 11 April 1947, from the Advisor for Management, on the above subject, and your endorsement of 14 April 1947 asking that delays in the installation of the procedure be brought to your attention.

2. My memorandum of 17 April 1947 commented on the general picture of what had been done on the Position Control Procedure, as well as the plans for the future activity necessary to complete the installation. At that time, I also pointed out some of the obstructions still remaining in the way of a satisfactory conclusion of the entire problem. As a result, further comment on the accuracy of information contained in the basic memorandum of 9 April will not be made at this time.

3. As regards the schedule of dates included in the basic memorandum, one needs only to look at the dates to realize that the schedule would be impossible to maintain unless all other important jobs were dropped and the entire clerical staff assigned exclusively to the job of preparing cards and records necessary to establish the system. Likewise, these dates do not take into consideration the need for new equipment, reproduction of cards and forms, and the adaptation of existing equipment and records to the needs of the new system. For example, it was necessary to have new combination locks installed on the Kardex Cabinets in order to meet security requirements. This, in itself, required approximately two weeks to accomplish.

4. It is the recommendation of all concerned in this office that the schedule of dates, as shown in Paragraph 21, be revised as follows:

- a) 21 April
- b) 28 April
- c) 5 May
- d) 1 June
- e) 15 June
- f) 1 July

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We believe that these dates can be met, whereas the dates as established in the basic memorandum are impossible to accomplish if other equally important aspects of the personnel program are to continue operating. Unless advised to the contrary, we will amend those dates to correspond to the above schedule.

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JUDSON H. LIGHTSEY
Chief, Personnel Division

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